Center for Educational Performance and Information
Security Agreement for Non-School Recipient Access
to the Educational Entity Master (EEM) Application

Please do not return this instruction page with your security agreement form.

What is a non-school recipient?

A non-school recipient (NSR) is an entity that is neither a school nor a Unique Education Provider, but receives money of some kind through the Michigan Electronic Grants System (MEGS) or Cash Management System (CMS). These entities may or may not receive program dollars where individual student or staff reporting is required. Examples of non-school recipients include (but are not limited to) community action agencies, soup kitchens, day care centers, etc.

What is the Educational Entity Master?

The Educational Entity Master is a public repository of basic information regarding educational systems in the state of Michigan. Information exists for public schools, nonpublic schools, intermediate school districts, institutions of higher education and non-school recipients of certain funding. Commonly used information includes school/facility name, grade levels, address, and contact information for each entity.

How do I add my non-school recipient organization to the EEM?

If your organization already has an agreement number in EEM, please skip this section and proceed to the next step. If you don't know if you have an agreement number, you can go to http://www.michigan.gov/eem and search to see if your entity is in the EEM.

1. The first step is to submit a request to add the entity to the EEM. Go to https://cepi.state.mi.us/eem/othernsr.aspx and complete the NSR entity form. This will include information such as:

   a. Official Name of Entity
   b. County Code
   c. Federal Employer Identification Number (FEIN)
   d. Email Address
   e. Phone Number
   f. Entity Open Date
   g. Physical Contact Details and Address

2. Once all fields have been completed, click the save button to send the request to CEPI. The requester will be notified via email when the request has been reviewed. When the non-school recipient entity has been added, it will be assigned an entity code/agreement number, which will be included in the email message. Please make note of this number, as you will need it to complete the security process.

3. After the non-school recipient has been added to the EEM, the requestor will need to become an authorized user of the application in order to maintain and edit the new entity's information. Please follow the steps below to request access to the application, then complete and submit the security form on page two.

How can I become an authorized user of the EEM to update and maintain my organization's EEM record?

If you are not already an EEM authorized user, you must first request access to the application through your Single Sign-On (SSO) account. If you do not have an SSO account, you may register for one online at https://sso.state.mi.us/ by clicking the "Register" button and following the on-screen directions. Please do not create multiple SSO accounts.

1. To request access to the EEM, log in to the SSO application at https://sso.state.mi.us/ and click "Subscribe to Applications" in the bottom left-hand corner of the screen.

2. You will be taken to a new screen with drop-down menus. Select "CEPI" in the first drop-down and "Educational Entity Master (EEM)" in the second. Click "Next."

3. You will be taken to a subscription page for the application. Review the information and click "Confirm."

4. You will receive a confirmation message (both on the screen and by email) stating your subscription request was submitted successfully.

5. Once you have submitted your subscription request, please complete and return the security agreement form on the following page.

Please type or print clearly; otherwise, the processing of your form may be delayed. CEPI will email you when your form has been processed (generally within three business days).

Step 1. Please enter your entity information below:

Entity Agreement Number: [ ]   Entity Name: [ ]

Step 2. Enter the name of the individual being authorized by the lead administrator to access the EEM application.

Name: [ ]   Title: [ ]
Email Address: [ ]   Phone: [ ]

Step 3. For the authorized individual: Enter your SSO account information, and check the box to confirm that you have subscribed to the EEM application. (Please see the instructions on the previous page.)

SSO Account ID (e.g., smithj1234): [ ]   I have subscribed to EEM: [ ]

NOTE: If you are replacing a formerly authorized individual, please download and complete an Authorized User Removal Request Form. Download this document from the CEPI Applications Web page at http://www.michigan.gov/cepi/0,4546,7-113-986---,00.html.

Step 4. For the authorized individual: *Please sign below.*

By signing this agreement, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

_____   [ ]
Signature of Individual to be Authorized   Date

Step 5. For the lead administrator: *Please sign below.*

I attest that the above-named individual is authorized by me to access and edit EEM data and reports for this entity, and that the data are current and accurate.

[ ]   [ ]
Name of Entity   Date

_____   [ ]
Signature of Lead Administrator   Name and Title

Step 6. Fax this form to CEPI: (517) 335-0488
Send questions to: cepi@michigan.gov